

**Biology Department Registration Procedures:**  
**(Revised April 2017)**

The following Biology Department registration procedures have been established to increase the chances that all students who need upper division Biology courses will be able to register for those courses. The goal of these procedures is to produce a registration process where Sophomores, Juniors and Seniors all have the ability to register for courses that help them progress in their chosen major/minor, while recognizing that Biology Department cannot always offer sufficient seats in all classes to meet the desires of each students.

1. All **upper division Biology courses** will be restricted to students who have **declared** one of the following:

- Biology major
- Biology minor
- Environmental Studies major
- Environmental Studies minor
- Chemistry major with the Biochemistry emphasis
- Psychology major (B.S. only)

To register for an upper division Biology course, you must declare your major or minor in one of these areas before you register for upper division Biology courses:

2. The department recommends that Biology Majors satisfy all of your distribution requirements, especially the botanical and zoological requirements, as soon as possible in your academic career to ensure schedule flexibility.

3. The Biology Department's course numbering system was designed to make it more logical in nature and have the course number inform the student about any prerequisites and the distribution area of the course. The numbering system is as follows. Upper division courses with no other prerequisites aside from the core would be assigned a 300-level designation; whereas, upper division courses with additional prerequisites (e.g. Genetics, Organic Chemistry, etc.) would be assigned a 400-level designation. **These number designations are intended to reflect course prerequisites and not course difficulty. All are upper division courses and will operate as such which is one of the reasons for limits on the numbers of upper division biology courses a student can enroll in (see below).**

4. To allow all students the opportunity to register for Biology courses, students may register for **a maximum of 2 upper division Biology courses** (besides Biology capstone) per registration period.\*

- a. Students may register for no more than 2 upper division Biology classes during Fall semester.

- b. Students may register for no more than 2 upper division Biology classes for the combination of J-term and Spring semester.

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If you need to enroll in more than 2 upper division courses, the procedure for doing so is as follows. If you want to take 3 upper division BIOL courses in Fall or the J-term/Spring combo, you must meet with your academic advisor to plan out the remainder of your time at PLU. If a multi-year advising plan then indicates that you need to take 3 upper division courses during the J-term/Spring combo, then your advisor will complete a google form to record that they have met with you and agree that you would be best served by taking 3 upper division courses in Fall. Final approval to register for 3 upper division courses will be granted by the Department Chair.

5. To provide seats in 300-level BIOL courses for our sophomores and juniors (who often lack the prerequisites to enroll in 400-level BIOL courses), some seats in all 300-level courses will be held back for sophomore and junior registration time periods. 1/2 of the seats are held for seniors, 1/3 of the seats are held for juniors and 1/6 of the seats are held for sophomores. **After all seniors, juniors and sophomores have had a chance to register, all remaining seats will be open for any students.** Whereas this system limits seats for seniors (who have the highest registration priority), nearly all seniors have previously benefited from this system and have registered for 300-level courses as sophomores and juniors.

6. To maintain access to Biology classes for those students who need them to graduate, students who have met all requirements for graduation in the Biology major or minor **will not be permitted to take extra Biology courses without approval of the Biology department chair.** If a student registers for Biology courses beyond what is required to satisfy his or her degree requirements, the student will be required to drop extra Biology classes **unless he or she obtains approval from the chair to remain in the extra class(es) (see #7).** Please note that for B.S. Biology majors, CHEM 403 (Biochemistry I) will count as an upper division BIOL course.

7. Lastly, **if you are unable to register for a class in which you are highly interested or need to take, you need to submit a typed request to the Department Chair** including your reasoning as to why you want/need to take a particular course. There is a locked wooden box outside the Chair's office (Rieke 155) to collect these written, typed requests for classes. If registration in the requested class would require you to change your schedule and drop another class, please let the Chair know what other class you would drop or other schedule changes that are required. The Chair will regularly review these requests and consult with the course instructor concerning these requests in a timely manner.